



## **TOWN OF ARLINGTON DEPARTMENT OF HUMAN RESOURCES**

**730 MASSACHUSETTS AVENUE, ARLINGTON, MA 02476  
PHONE (781) 316-3120 FAX: (781) 316-3129**

**CARYN COVE MALLOY  
DIRECTOR OF HUMAN RESOURCES**

### **Protocols on the Usage of Masks/Cloth Face Coverings Effective May 21, 2021**

1. Purpose: This document outlines the usage of masks/cloth face coverings by applicable Town employees.
2. Scope: All unvaccinated employees are required to wear face-coverings in indoor settings and when they cannot socially distance (at least 6 feet - about 2 arm lengths - from other people). Vaccinated is defined as individuals who have, at least 14 days ago, received either two doses of the Moderna or Pfizer Covid-19 vaccines or a single dose of the Johnson & Johnson Covid-19 vaccine. All employees are required to wear a mask unless they show proof of vaccination to their department head.
3. Applicability: All Employees.
4. Protocols:
  - a. Employees are responsible for the proper usage and maintenance/cleaning of the mask or face covering they wear.
  - b. The Town retains the right to require an employee to use a Town issued face mask if the employee's personal one is deemed not appropriate for work.
5. Usage: Unvaccinated employees should use the mask/face covering in the following way:
  - a. Must be worn so that it covers the employee's nose and mouth. Must be worn during the workday when working indoors or outdoors when unable to be socially distant from others (employees, residents, general public, etc).

Exceptions (also see FAQ section):

- An employee working indoors in a private office alone behind a closed door; the door must remain closed.
- An employee driving in or working out of a town vehicle alone.

- b. The use of a mask does not replace the expectation that unvaccinated employees should maintain proper social distancing and good hand washing practices.
- 6. Prohibitions: Harassment of employees, who wear a mask either voluntarily or mandatorily, is strictly prohibited.
- 7. Duration: This policy will remain in place as long as health officials deem it necessary.
- 8. Resources: For assistance regarding this protocol, please contact the Human Resources Department at 781-316-3120 or by email at [cmalloy@town.arlington.ma.us](mailto:cmalloy@town.arlington.ma.us).

[CDC Guidance: How to Use Cloth Face Coverings](#)

[CDC Video: How to Create a Cloth Face Covering](#)

Protocols on the Usage of Masks/Cloth Covering Tips/Frequently asked Questions and Answers

When you wear a cloth mask, it should:

- Cover your nose and mouth,
- Fit snugly but comfortably against the side of the face,
- Be secured with ties or ear loops,
- Include multiple layers of fabric,
- Allow for breathing without restriction, and
- Be able to be laundered and machine dried without damage or change to shape.

Q: How do I put on a mask or face covering? How do I take it off?

A: Be sure to always wash your hands before putting on a mask and be careful not to touch your eyes, nose, and mouth when putting on, or taking off, the mask or face covering. When removing the mask, be sure to wash your hands immediately after.

Q: We are all wearing masks now, do you still need to practice social distancing?

A: Yes. For unvaccinated people masks are not a replacement for social distancing and good hand hygiene.

Q: Do I need to change my mask more than once per day?

A: No, you may use your mask for your full workday.

Q: Should employees who interact with the public change their masks more frequently?

A: Other than first responders, who have specialized personal protective equipment, an employee who interacts with the public does not need to change masks. So long as you practice social distancing, good hygiene and maintain your mask each day, you will not need to change it during the workday.

Q: My mask broke and I need a replacement who do I contact for one?

A: If you are in need of another mask you may ask your immediate supervisor.

Q: I work outside most of the time, do I always need to have my mask on?

A: No. You need only wear a mask outdoors if you are unvaccinated and unable to socially distance.

Q. My desk is more than six feet apart from my coworker, do I need to wear my mask during the work day?

A. Yes, if you are unvaccinated and in any type of an open/shared office space you must wear your mask.

Q. Are there exceptions for when you are eating lunch?

A. Yes. Whenever possible, eat lunch in an individually closed off area or outdoors, choose an area far away from commonly traveled areas.

Q. I have a medical condition that makes it impossible for me to wear a mask, what do I do?

A. Please contact Human Resources. The Town will engage in a dialogue with you about your restrictions and will request appropriate supporting medical documentation.